MT VOTES: Working with Provisional Ballots

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Elections and Government Services Division
May 2016

WORKING WITH PROVISIONAL BALLOTS

Election Day

- Provisional ballots issued to Late Registrants
- Provisional ballots issued at the polling place

After Election Day

- (step 1) Identifying moves **from** your county
- (step 2) Resolving Provisional Ballots

Reports & Exports

Issuing Provisional Ballots to Late Registrants

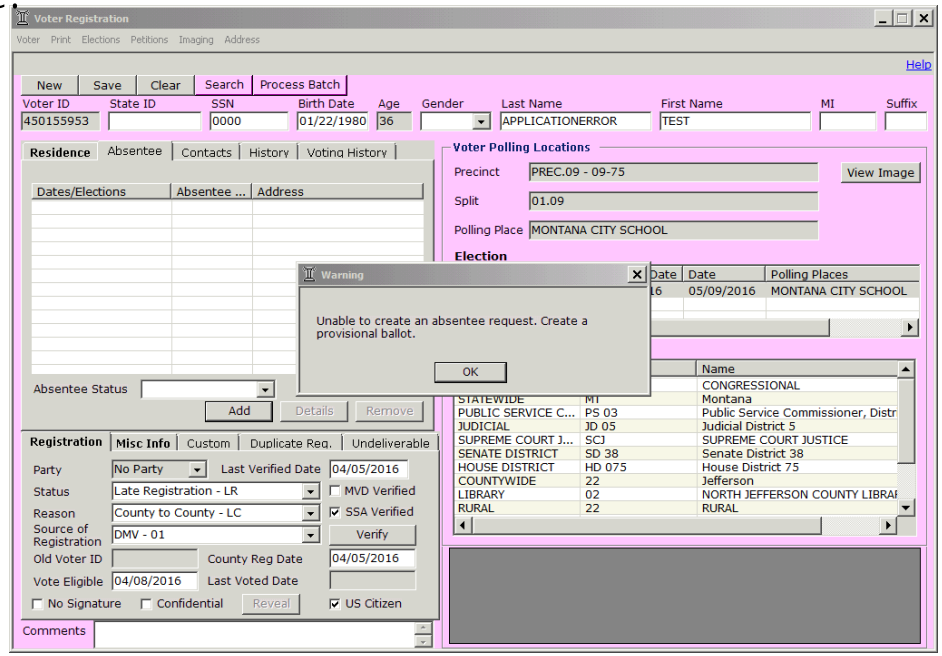
Late Registrants

- If it is election day, **and** the registrant is a transfer registrant, they must be issued a provisional ballot.

- This is required as you cannot accept their ballot without verifying they have not voted in a different county or precinct.

Late Registrant- Pop-up

If it is election day and the voter is a transfer Late Registrant (county to county or precinct to precinct) and you try to issue a ballot out of MT Votes, you will not be able to add an absentee request. You will receive a pop-up directing you to the provisional ballot module.



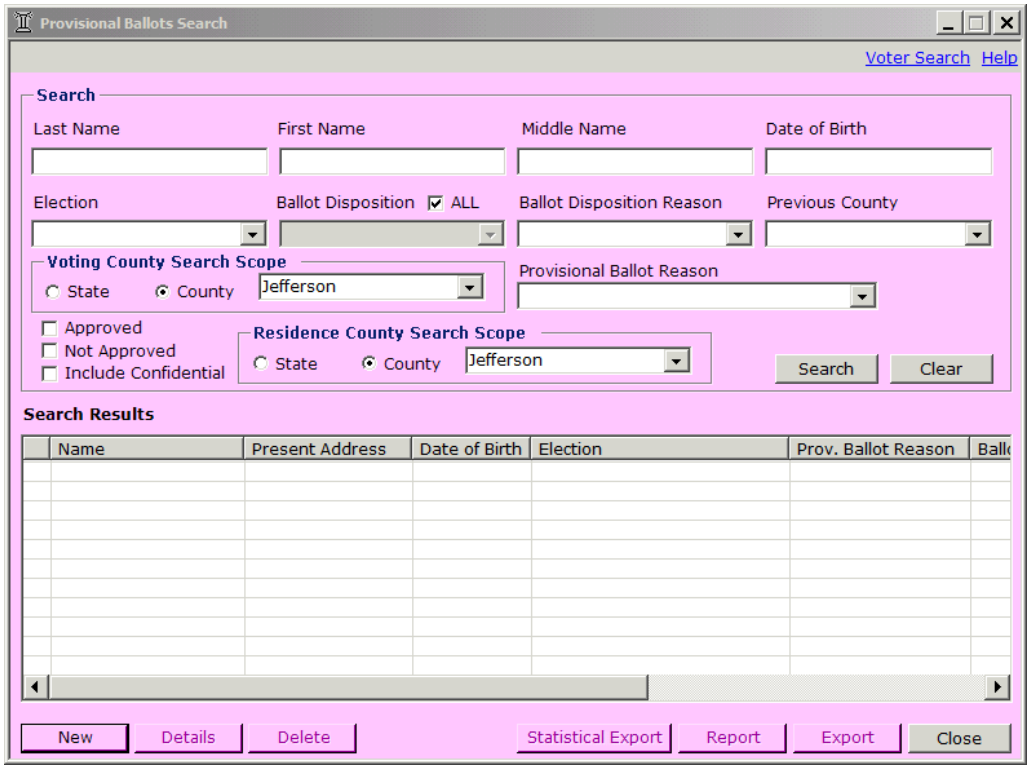
Provisional Module

To access the provisional ballot module, you can do one of the two options below:

- From within the voter's record, click on **Election - > Provisional Ballot**; or
- From the main menu of MT Votes, click on **Provisional Ballots**

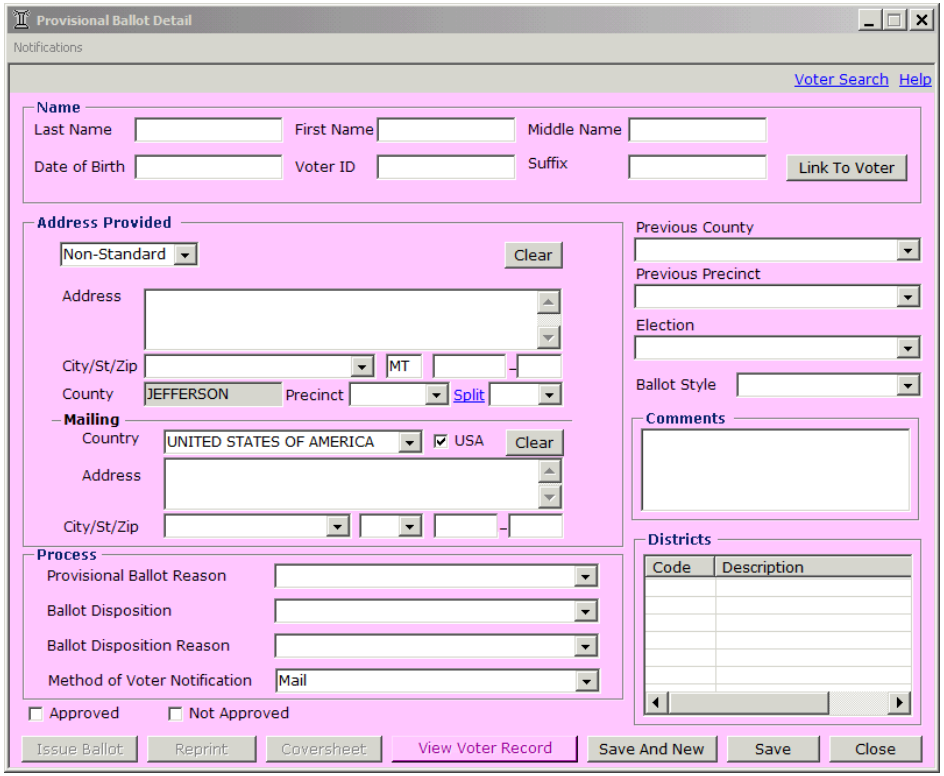
Late Reg - Provisional Module

The Provisional Ballot Search screen will open. Click the **New** button to create a new provisional ballot entry.



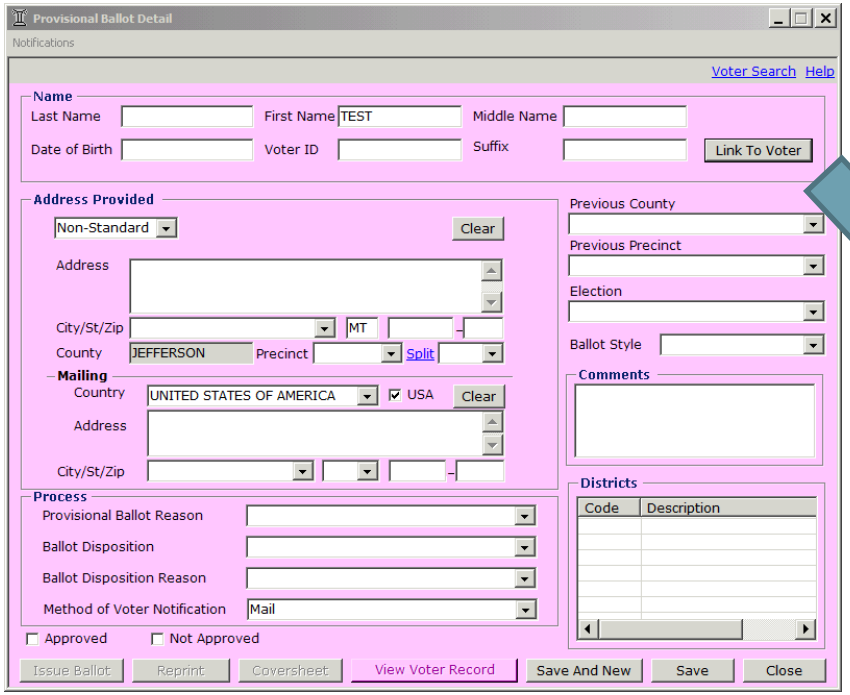
Late Reg - Provisional Module

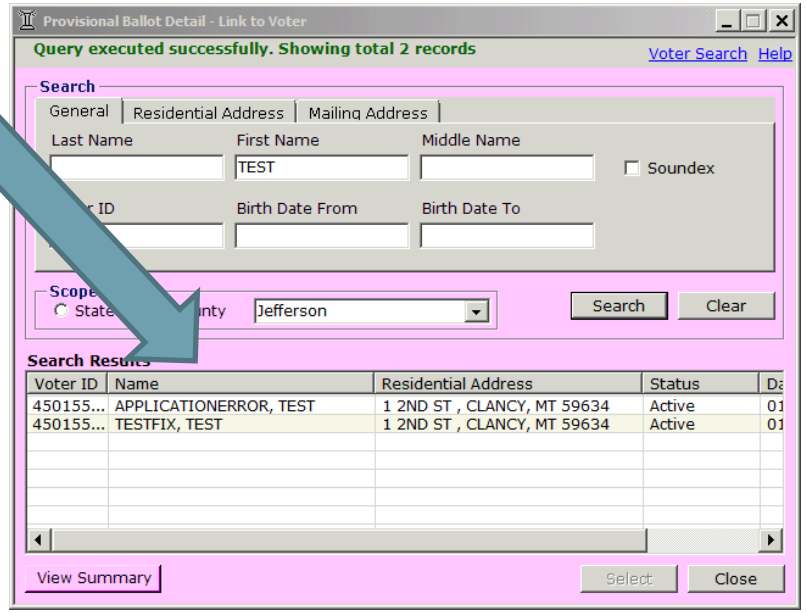
This is the Provisional Ballot Detail screen, better known as the Provisional Ballot Entry Screen. Start by entering the name of the voter, and then click **Link to Voter.**



Late Reg – Provisional Module

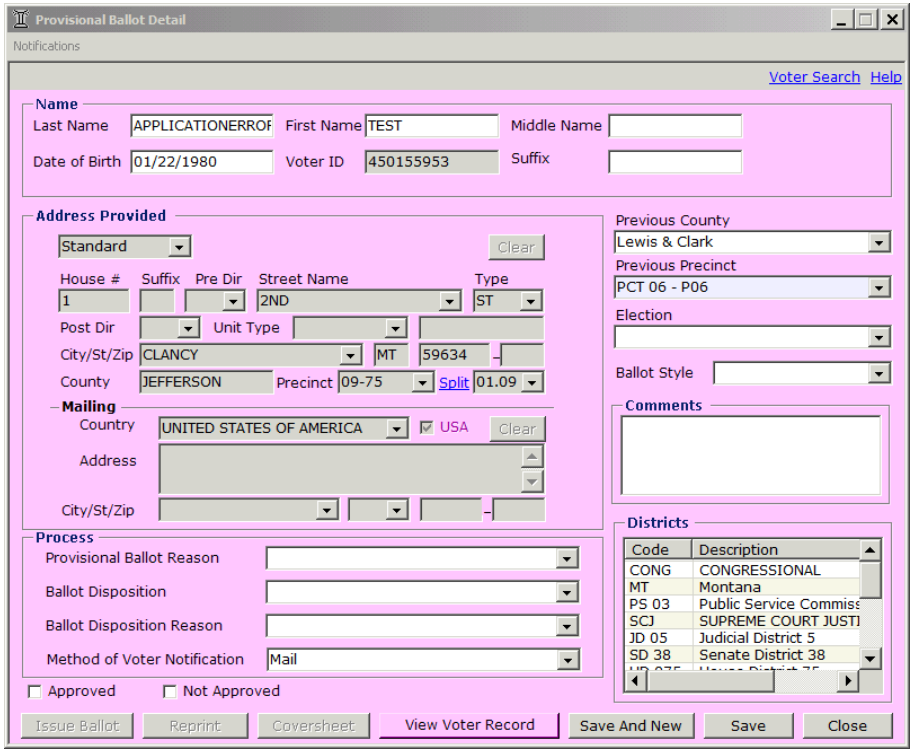
The link to voter is powerful and operates much like a Voter Search query. If the search finds multiple voters that meet your criteria a selection screen will pop up allowing you to select the correct match.





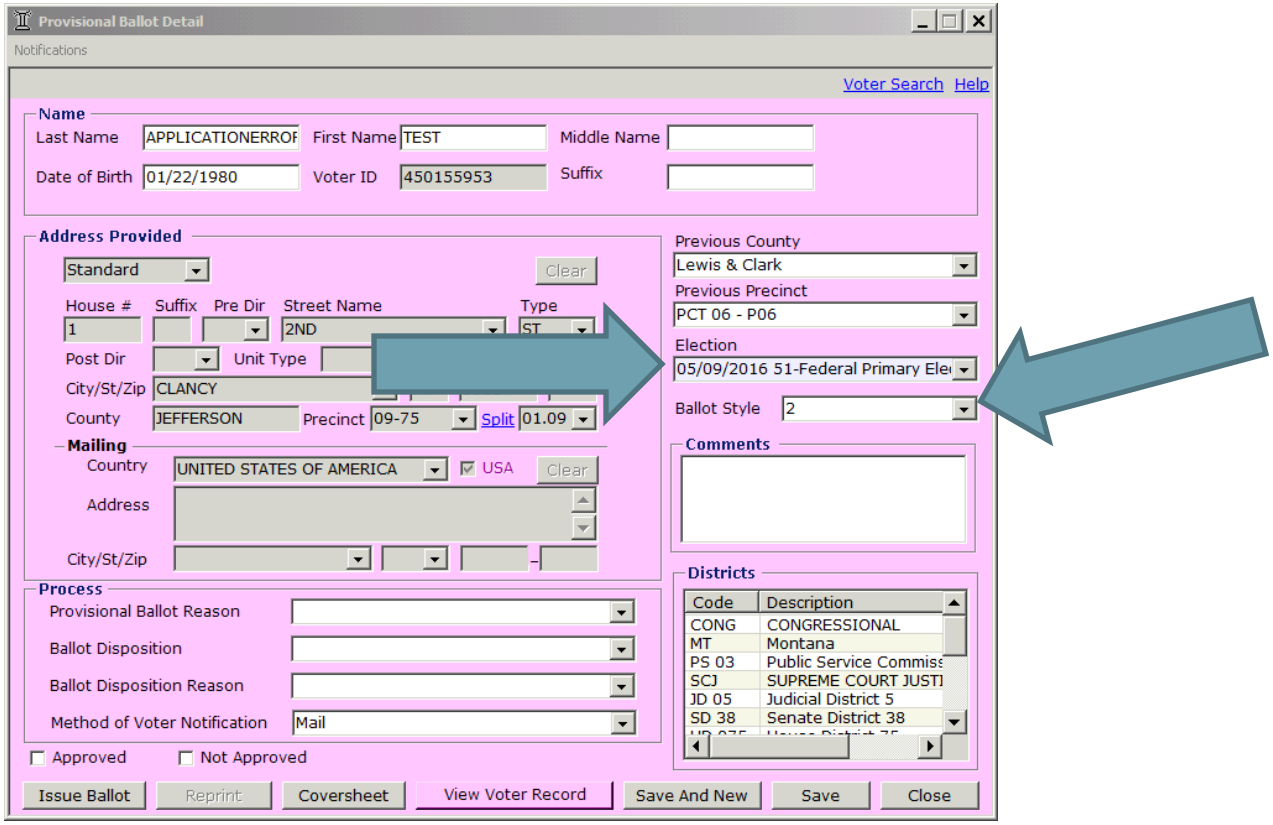
Late Reg – Provisional Module

The address information will populate based on the selected voter record, as well as the Previous County/Previous Precinct information if the voter is marked as a Late Reg – County to County or Precinct to Precinct.



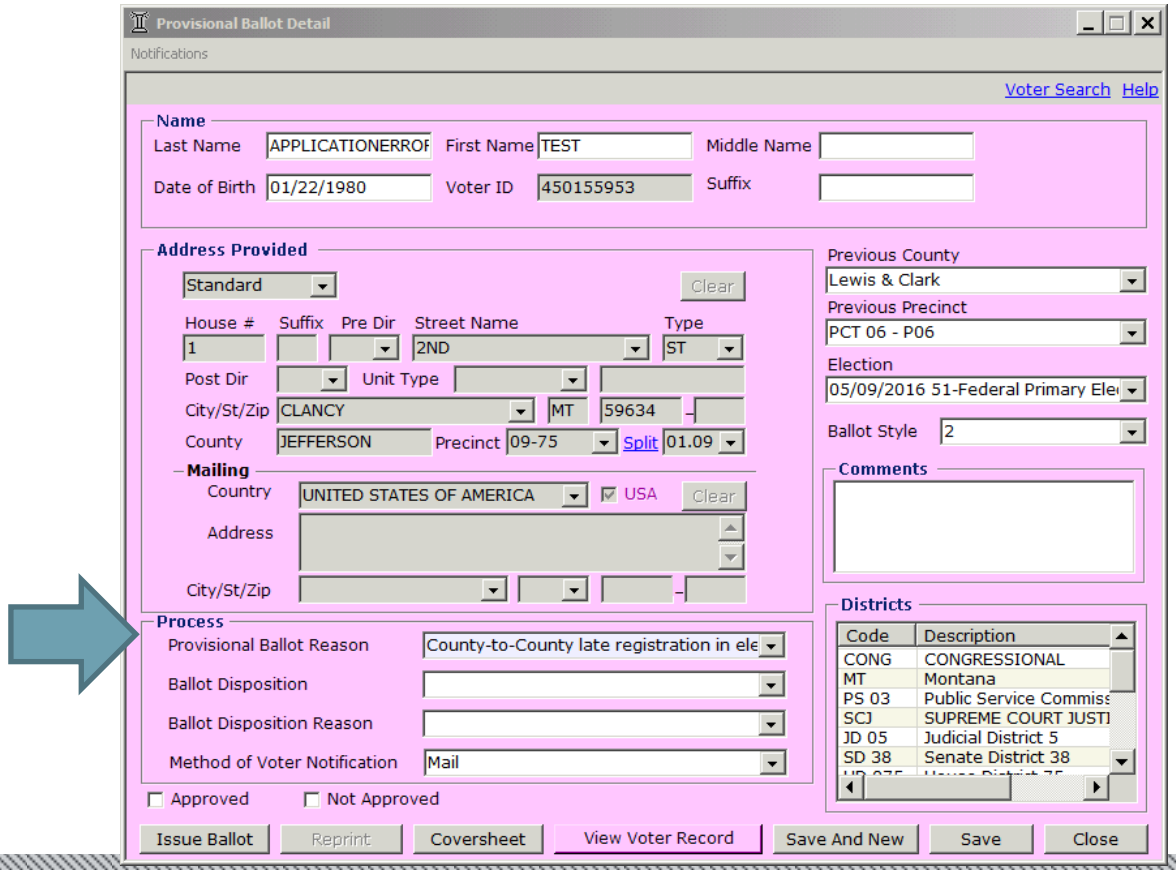
Late Reg – Provisional Module

Once you select the correct Election, the ballot style will automatically pre-fill based on the address in the Address Provided box.



Late Reg –Provisional Module

Select the Provisional Ballot Reason. For Late Registrants, this is most commonly County to County or Precinct to Precinct (but isn't always).

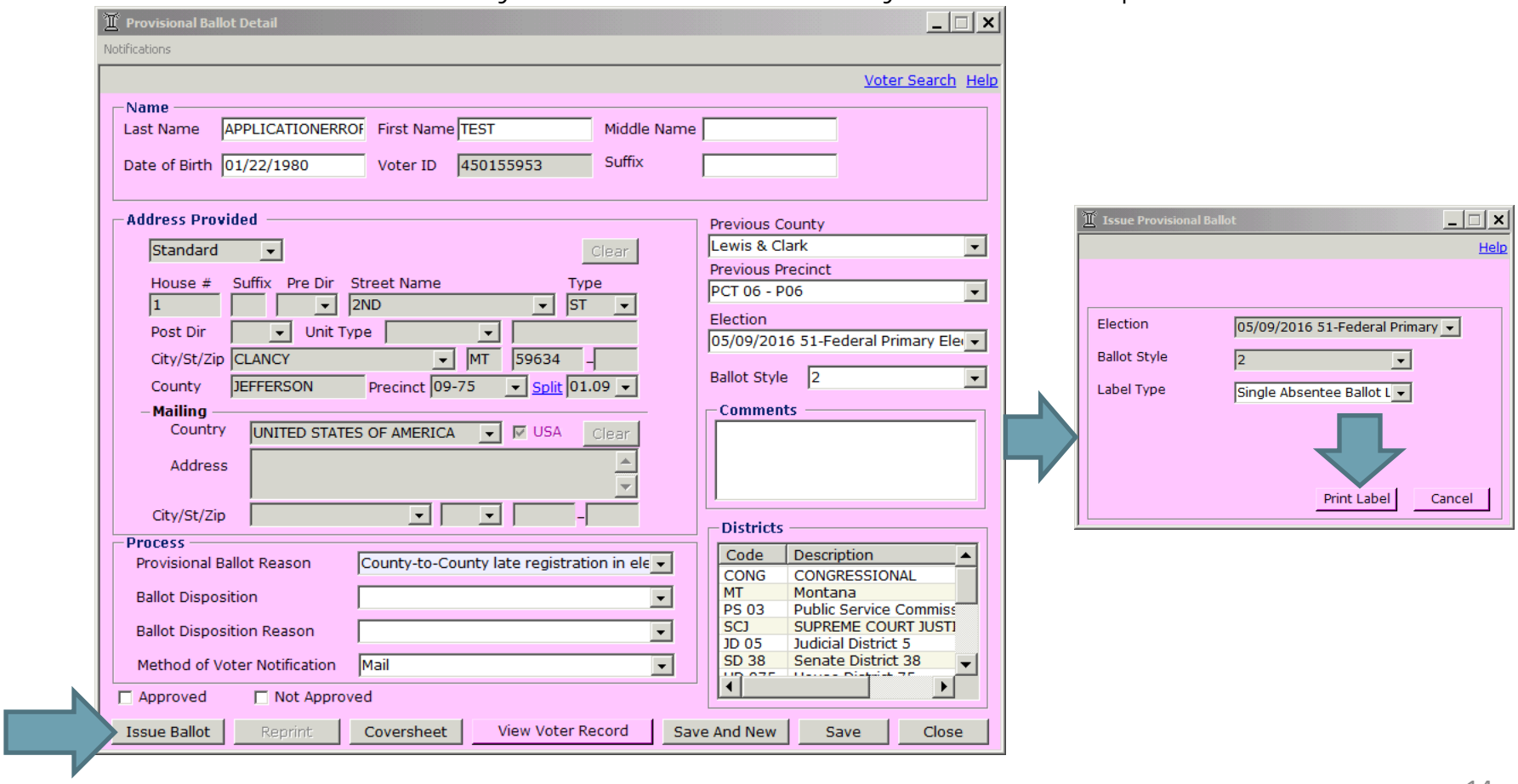


Provisional Ballot Reasons

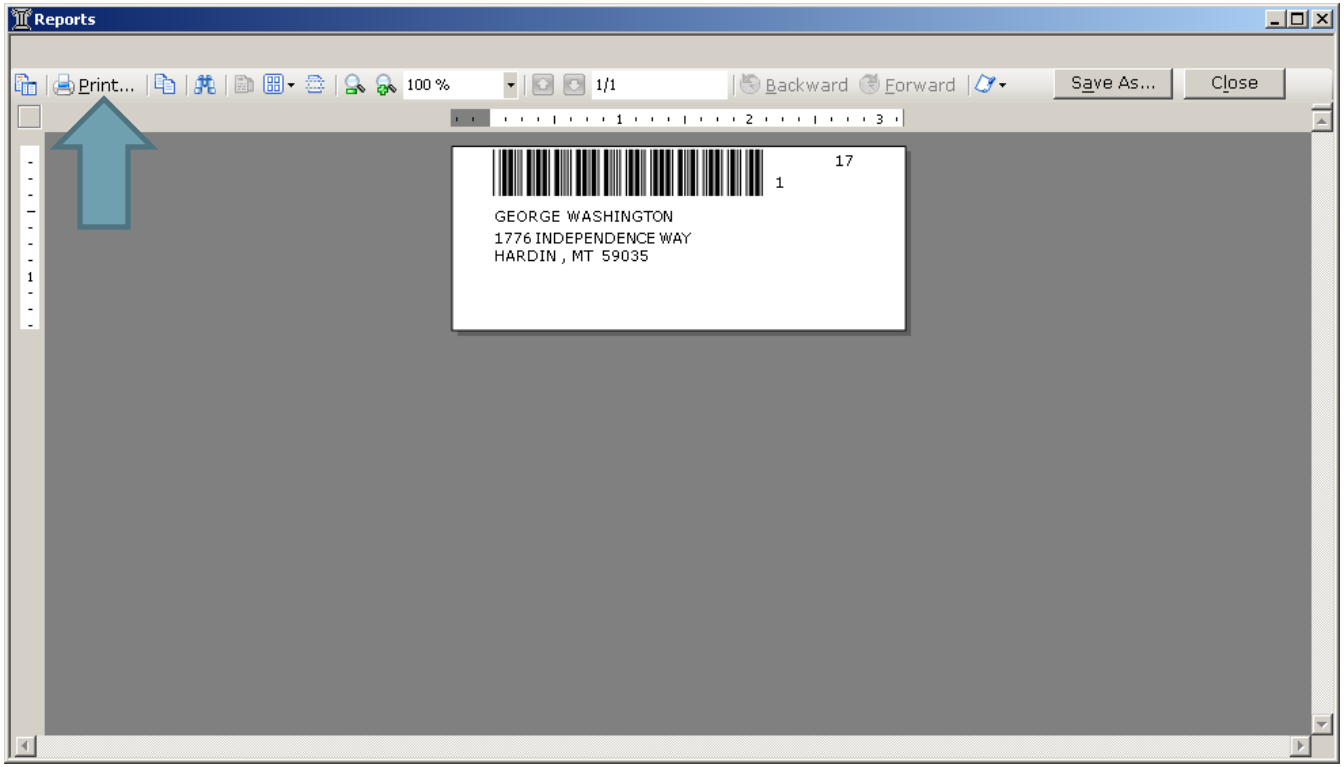
Provisional Ballot Reason
• Name not in official register and not erroneously omitted
• Claims registration with MVD or other government agency, which could not be confirmed
• Failed to sign register
• Failed to sign absentee ballot envelope
• Absentee signature was not verified
• Right to vote was challenged
• Register indicates provisionally registered, which was not resolved
• Ballot not received, or was spoiled, lost or destroyed
• Identification was insufficient
• County-to-County late registration in election office
• Precinct-to-Precinct late registration in election office
• Other

Late Reg – Provisional Module

Click Issue ballot, verify the correct ballot style and then print like normal.

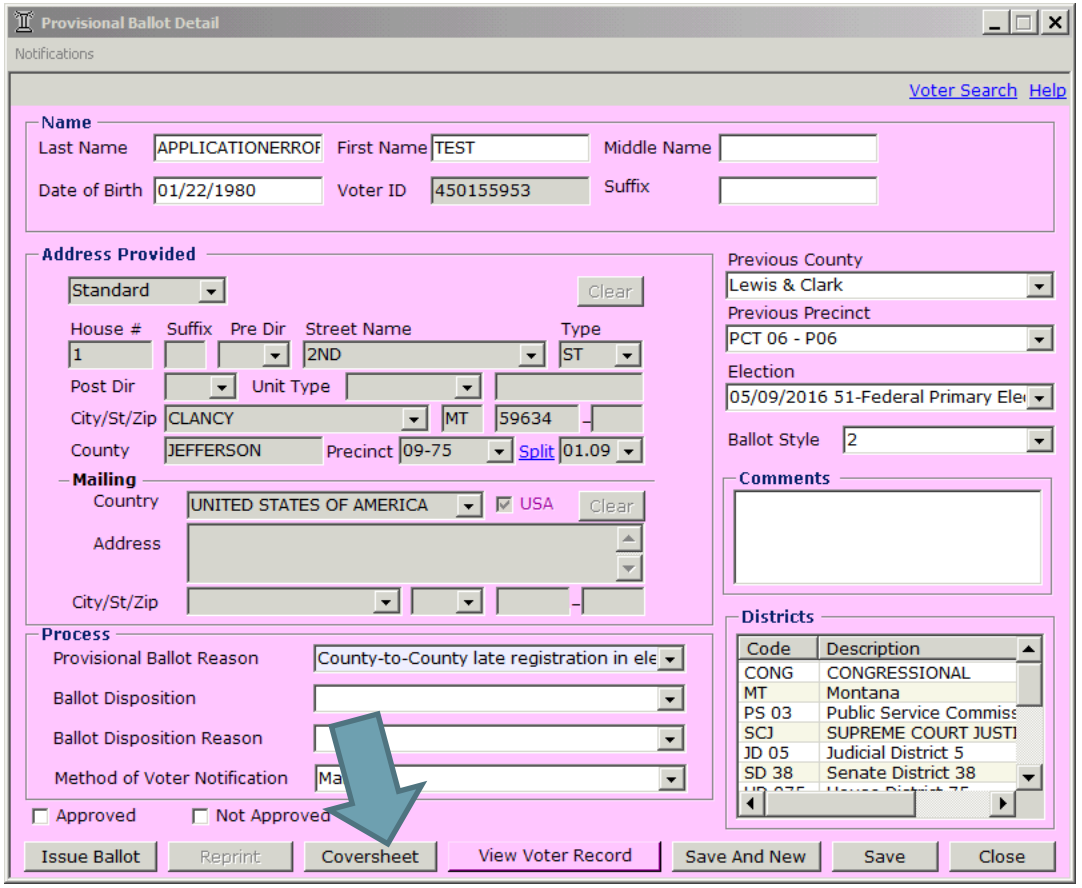


Late Reg – Provisional Module



Late Reg – Provisional Module

Print the Coversheet.



Print Provisional Coversheet

Provisional Ballot Cover Sheet/Outer Envelope

ENVELOPE TO BE FILLED OUT AT POLLING PLACE OR ELECTION OFFICE BY ELECTION JUDGE/OFFICIAL AND ELECTOR AND PROVIDED TO ELECTION ADMINISTRATOR WITH POLLING PLACE MATERIALS

PART 1: TO BE COMPLETED BY ELECTOR:

PRINTED NAME: APPLICATIONERROR, TEST FORMER NAME IF APPLICABLE: _____

MONTANA DRIVER'S LICENSE OR STATE ID NUMBER: _____

If you DO NOT have a Montana Driver's License number, provide last four digits of your Social Security number: 0000

Date of Birth: 01/22/1980 Phone Number(s): (H)_____ (O)_____ (Cell) _____

Residence Address(address/city/zip): 1 2ND ST/CLANCY/59634

Additional information if any regarding your voter registration that would help resolve the provisional ballot:

_____

_____

I (signature of elector) swear or affirm that I am eligible to vote in this election and precinct, that all of the information I provided on this form is true to the best of my knowledge and belief and that I am aware of the penalty for false swearing.

PART 2: TO BE COMPLETED BY ELECTION JUDGE/OFFICIAL: **PRECINCT/WARD/DISTRICT NAME/#** 09-75

BALLOT STYLE 2

Elector was instructed to cast a provisional ballot for the following reasons: *(check all that apply)*

- ☐ Name not in official register and not erroneously omitted
- ☐ Elector claims registration with Motor Vehicle Division or other government agency, which could not be confirmed
- ☐ Elector failed to sign register
- ☐ Elector failed to sign absentee ballot envelope
- ☐ Elector's absentee signature was not verified
- ☐ Elector's right to vote was challenged
- ☐ Register indicates provisionally registered, which could not be resolved
- ☐ Elector affirmed that absentee ballot was not received, or was spoiled, lost or destroyed
- ☐ Elector's identification was insufficient
- ☑ County-to-county late registration in election office
- ☐ Precinct-to-precinct late registration in election office
- ☐ Other

ELECTION JUDGE/ELECTION OFFICIAL SIGNATURE: _____ DATE: _____

PART 3: TO BE COMPLETED BY ELECTION OFFICIAL RESOLVING PROVISIONAL BALLOT:

Elector registered in Precinct/Ward/District Name/# _____ Voted in Precinct/Ward/District # _____

Voter ID# _____

Provisional Ballot Accepted: Yes ☐ No ☐

Reasons Ballot Accepted: *(circle all that apply)*	**Reasons Ballot Was Rejected:** *(circle all that apply)*
Name omitted from register in error	Not registered: (circle, if applicable: canceled/ wrong precinct, district, ward / wrong county)
Motor Vehicle or other government agency error	Motor Vehicle or other government agency has no record of registration
Elector provided signature	Elector never provided signature
Elector signed absentee ballot envelope	Elector never signed absentee ballot envelope
Elector's absentee signature was verified	Elector's absentee signature was never verified
Challenge resolved in challenged elector's favor	Challenge resolved in challenger's favor
Provisional registration was resolved	Provisional registration was not resolved
Absentee ballot not received	Absentee ballot received and accepted
Elector provided sufficient identification	Elector never provided sufficient identification
Confirmed that county-to-county late registrant did not vote in prior county	Confirmed that county-to-county late registrant voted in prior county
Confirmed that precinct-to-precinct late registrant did not vote in prior precinct	Confirmed that precinct-to-precinct late registrant voted in prior precinct
Other:	Other:

Processed by _____ Date processed for resolution: _____ Date voter notified _____

The information from the provisional detail screen auto-fills onto the coversheet, which is then printed, signed and attached to the provisional ballot envelope.

Polling Place Provisional Ballot Process

Polling Place - Provisional Ballots

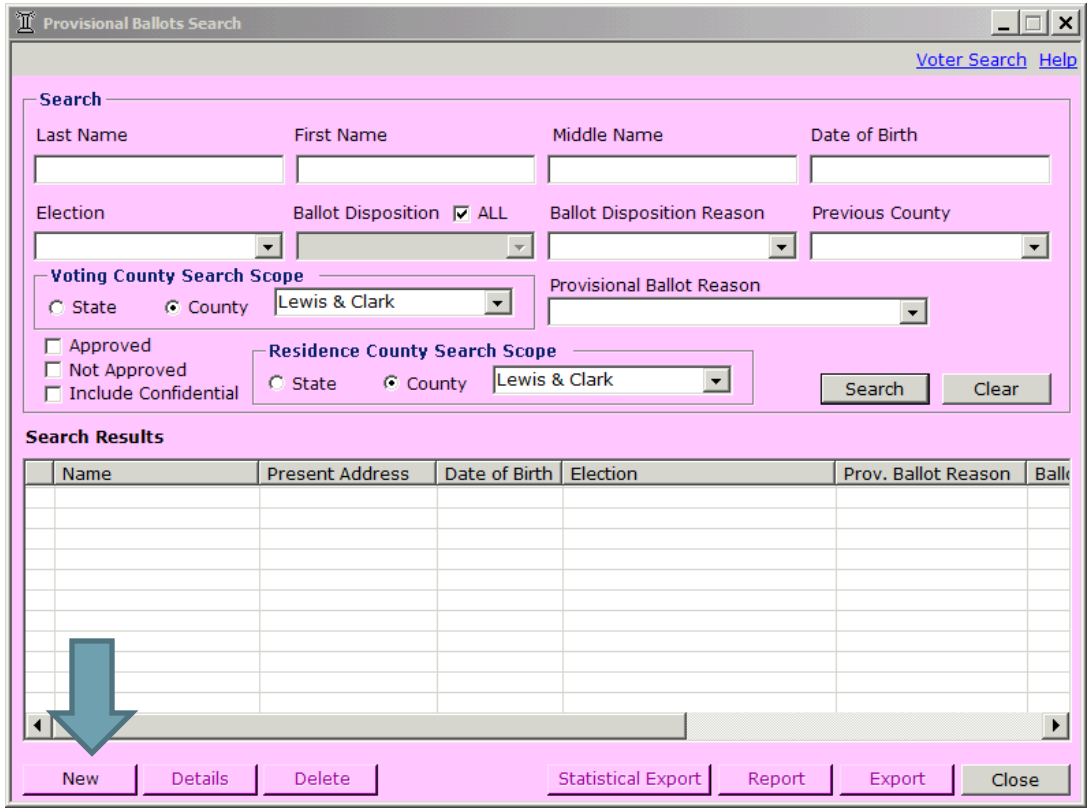
Provisional ballots issued at the polling place that were not resolved by 8 p.m. on election day, must be tracked in MT Votes.

Most counties will enter them the day after election day.

Any provisional ballot issued at the polling place must be entered into MT Votes by 9 a.m. the Friday following the election.

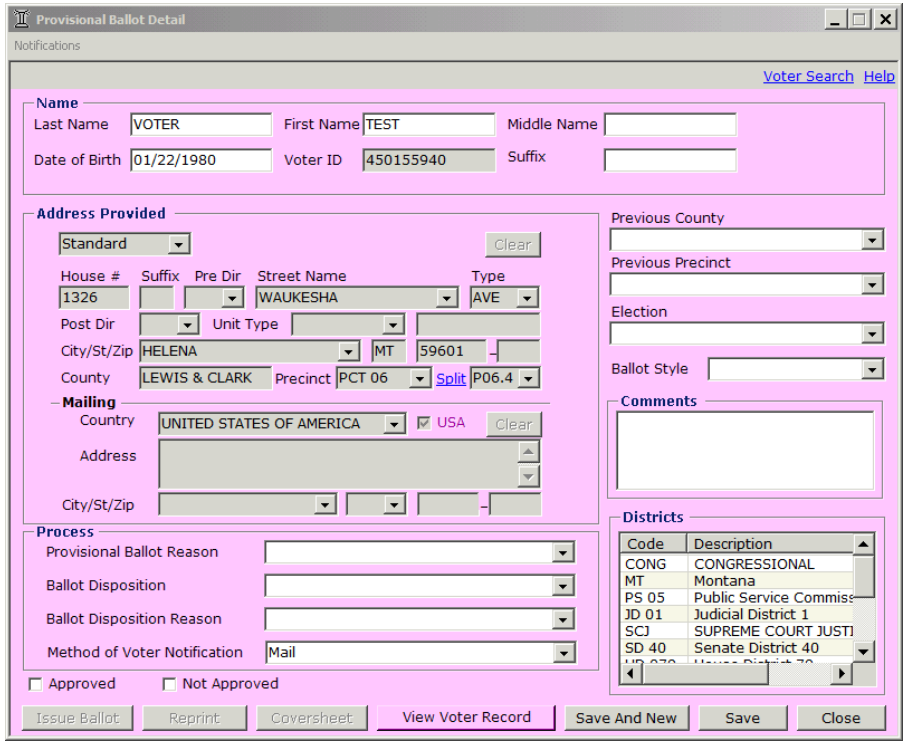
Polling Place - Provisional Ballots

From the Provisional Ballot module, click the **New** button.



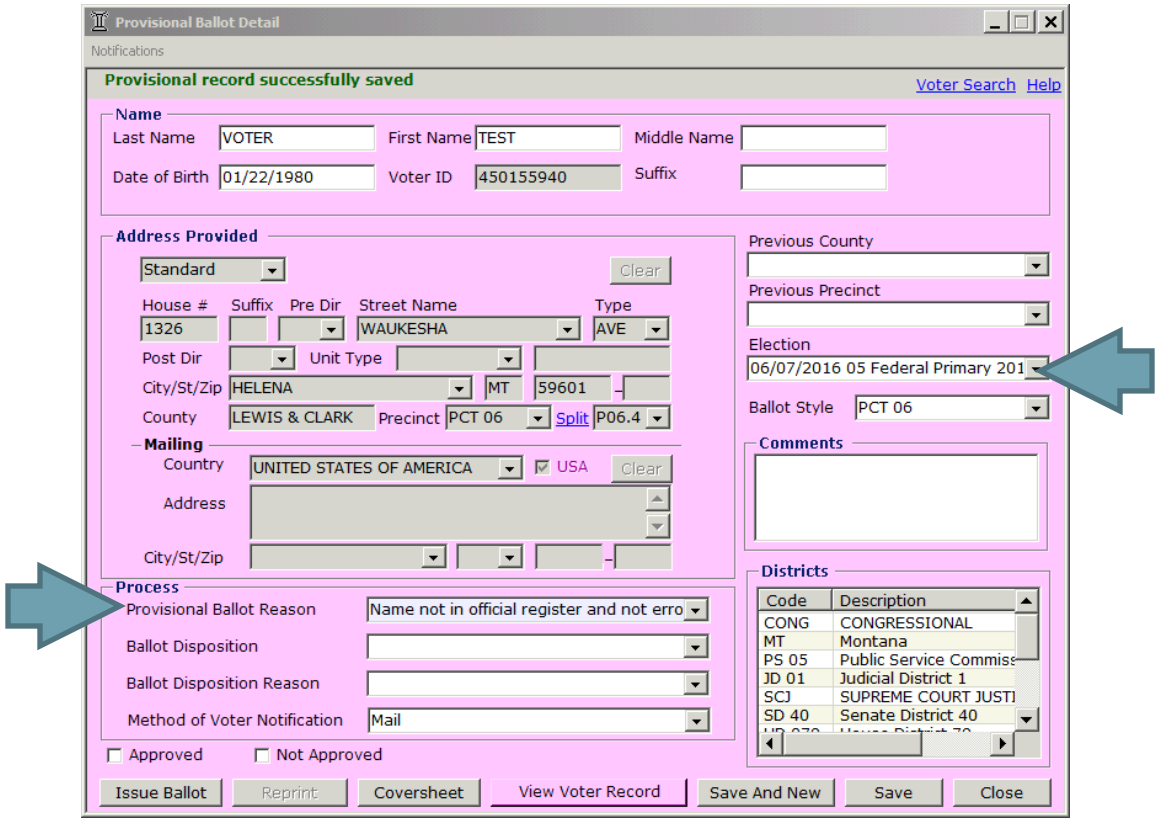
Polling Place - Provisional Ballots

Enter the voter's name and click **Link to Voter**. The address information should pre-populate. If the voter is not registered in MT Votes, you will need to enter all the information manually.



Polling Place - Provisional Ballots

Select the **Election** and the **Provisional Ballot Reason**.



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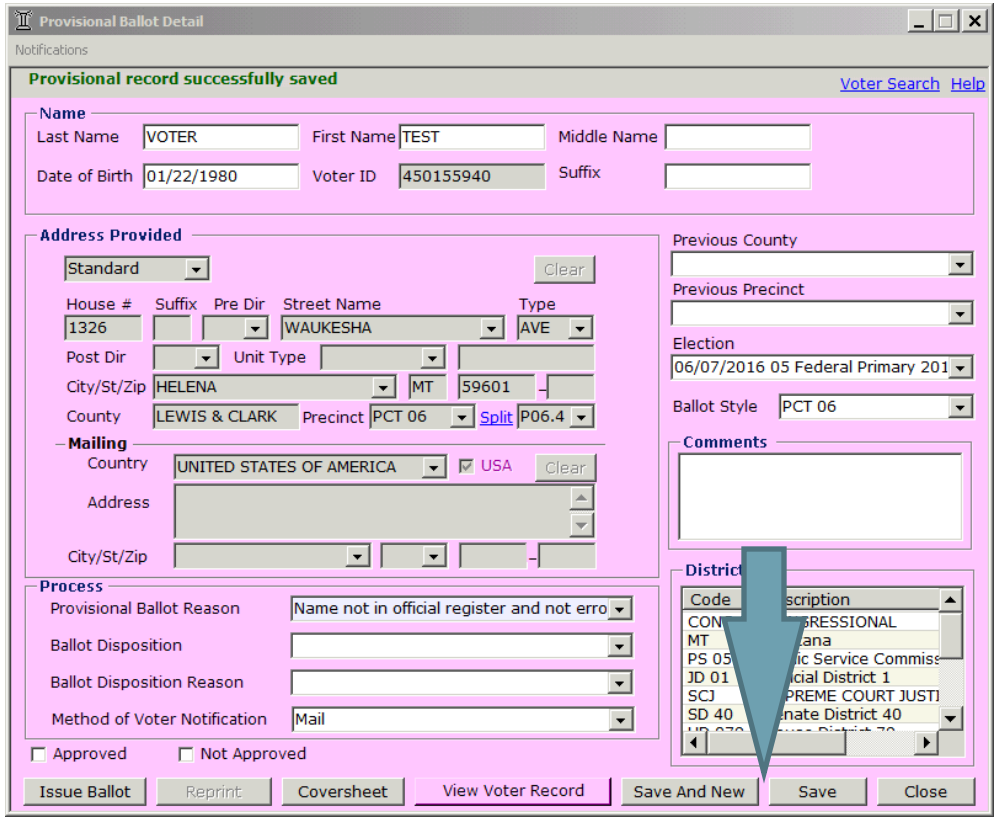
• Other

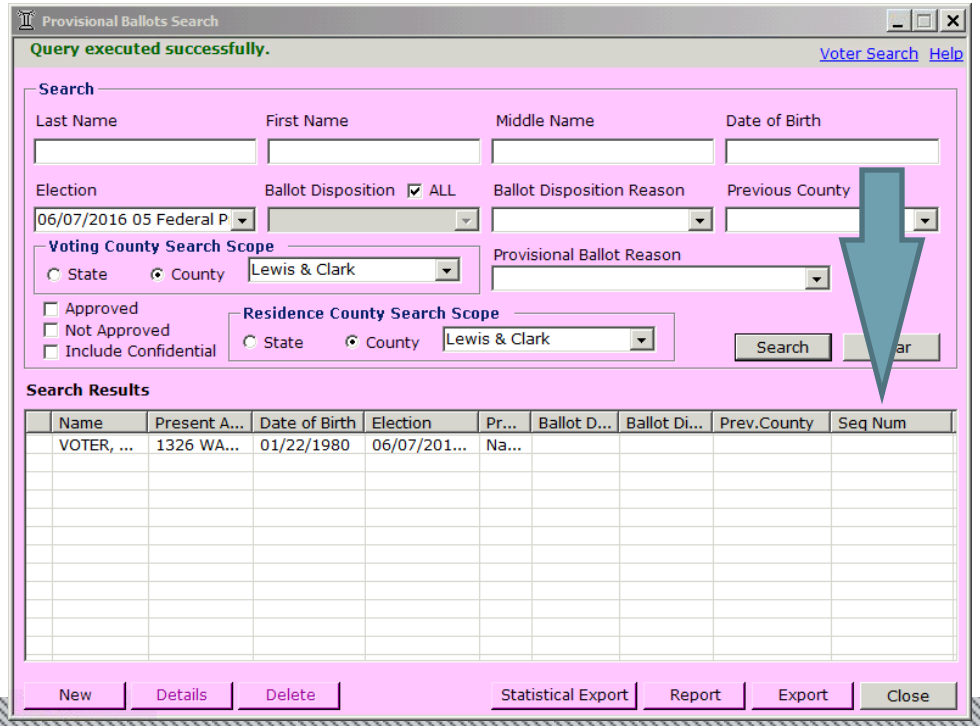
Polling Place - Provisional Ballots

Click **Save** or **Save and New** (if you need to enter another ballot). This ballot is now treated as a Polling Place Provisional Ballot.



Polling Place - Provisional Ballots

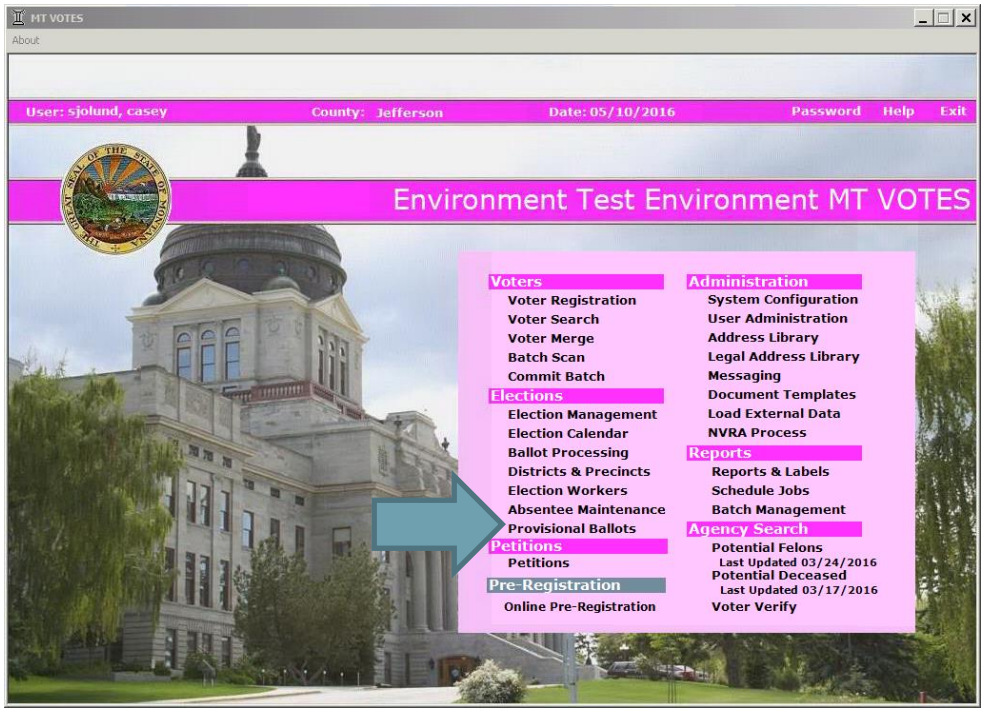
Notice that when searching the Provisional Ballot module, this entry has no sequence number because a provisional record has been created, but no ballot has actually been issued in MT Votes. Late Registrant Provisional Ballots will reflect a Sequence Number, since they will be absentee ballots.



Identifying moves from your county

Identifying moves from your county

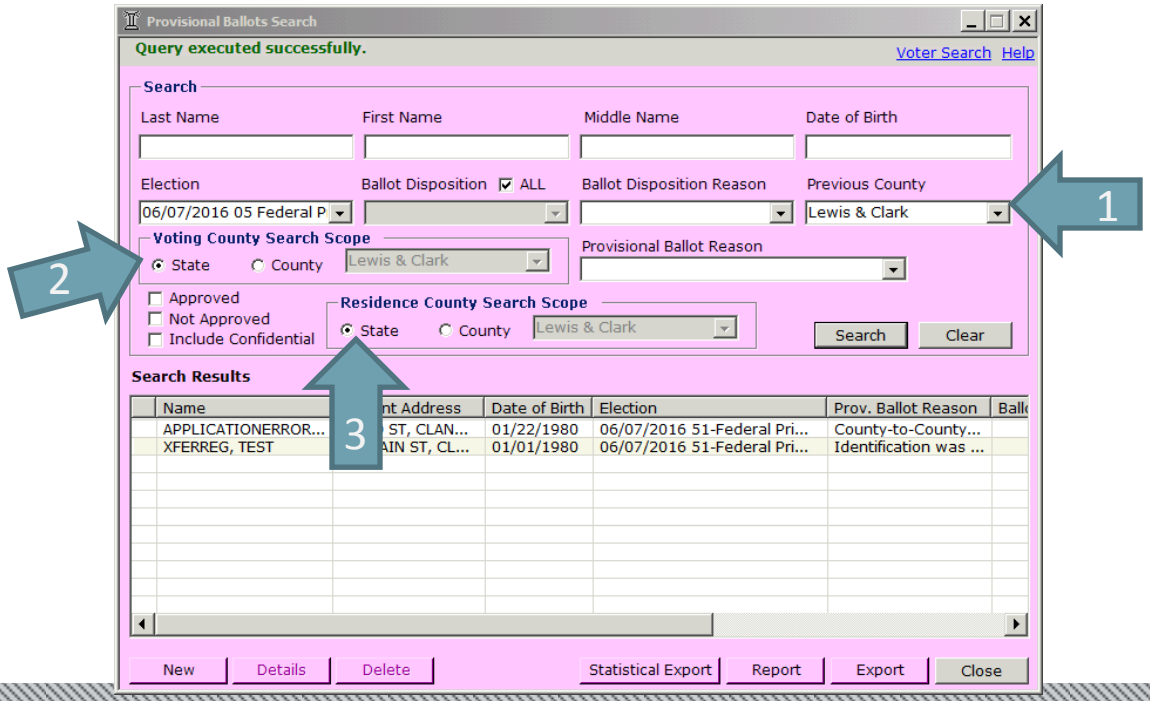
To identify anyone in the Provisional Ballot Module that was pulled from your county, start by clicking on the **Provisional Ballots Module** from the main screen of MT Votes.



Identifying moves from your county

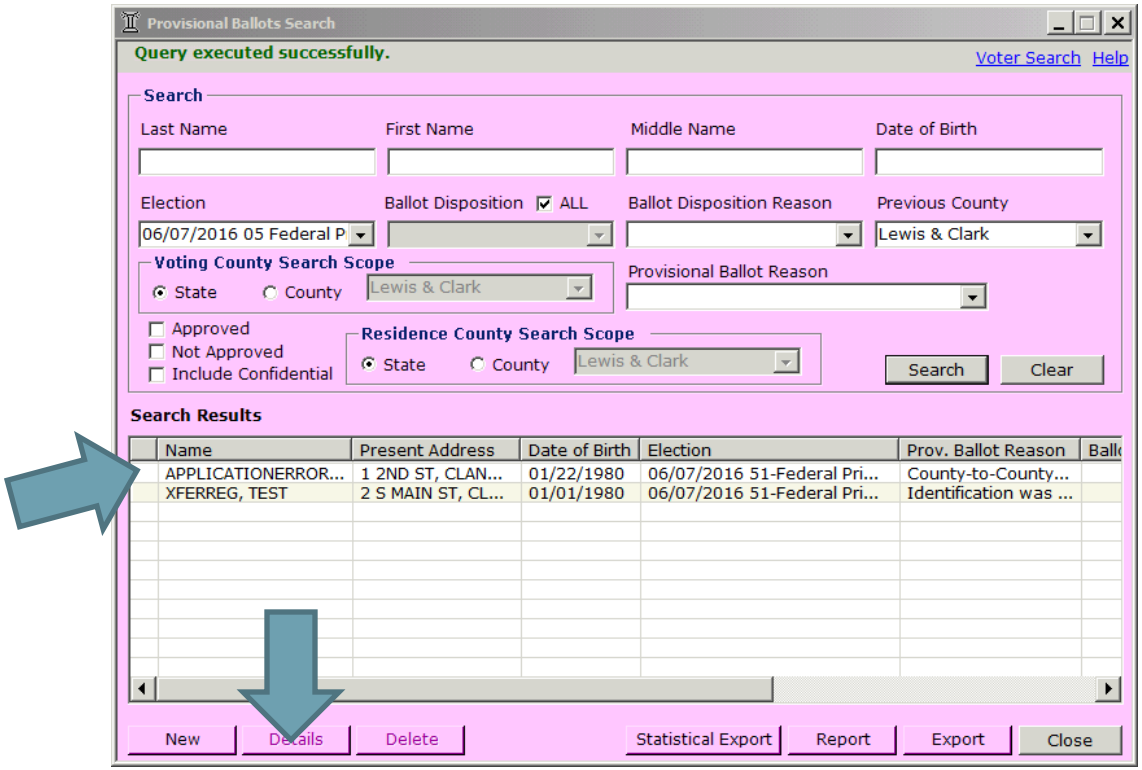
To find individuals who moved from your county, change the following settings:

1. **Previous County** – Select your county
2. **Voting County** – Select State
3. **Residence County** –Select State



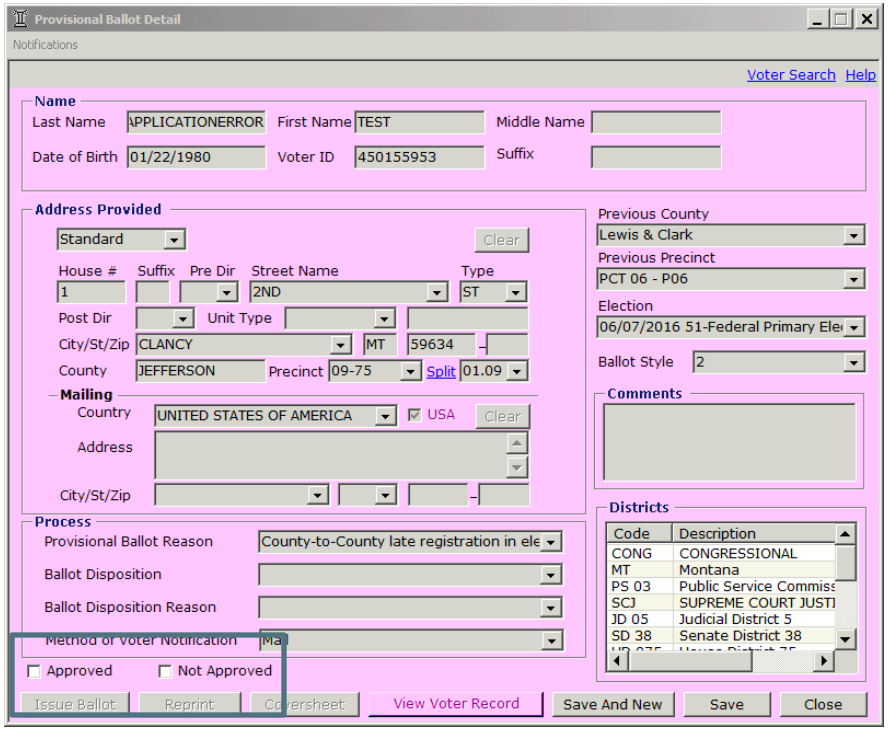
Identifying moves from your county

The grid contains individuals who were pulled out of your county. Highlight an individual and click **Details**.



Identifying moves from your county

Look through your election information, such as your precinct registers and check to see if this voter has voted in your election. If they did not, click the **Approved** box. If they did vote in your election, mark **Not Approved**. Once done, click Save. Repeat this process for all voters that moved from your county.



Resolving Provisional Ballots

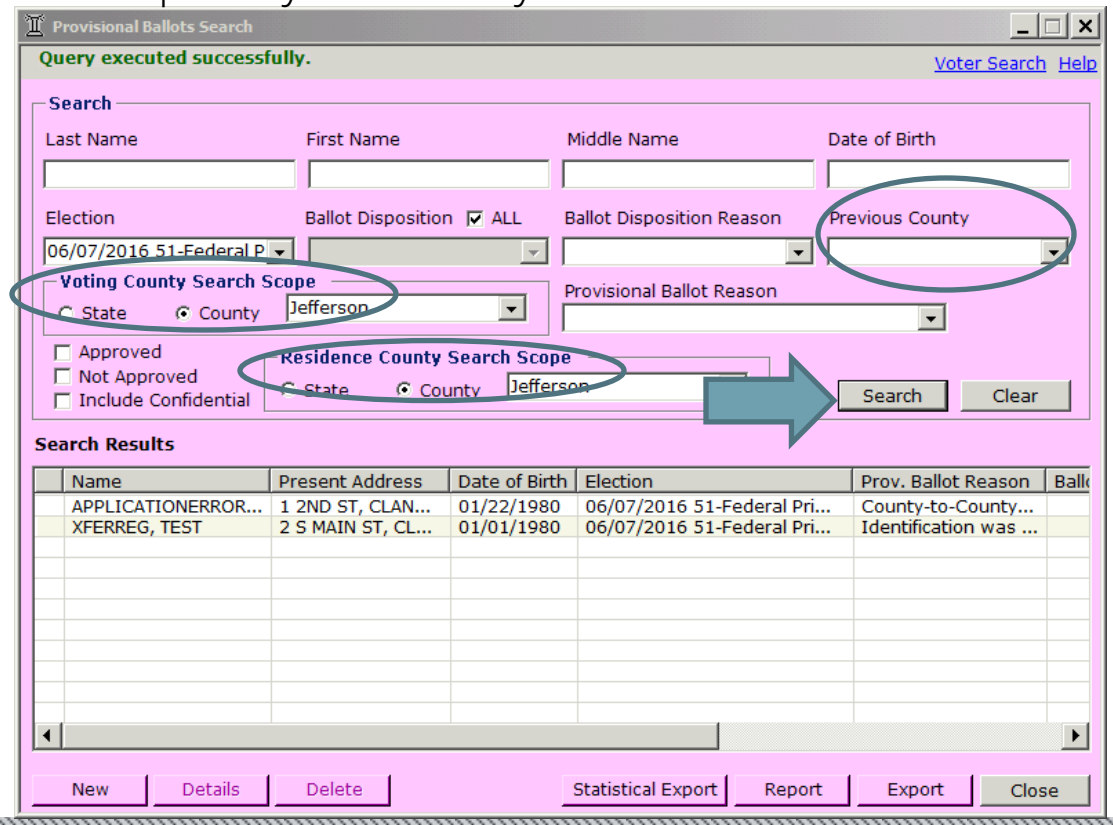
Finishing up

Resolving Provisional Ballots

Once all county-to-county late registrants that are new to your county have been marked as approved/not approved by the county you pulled them from, you can start resolving these ballots.

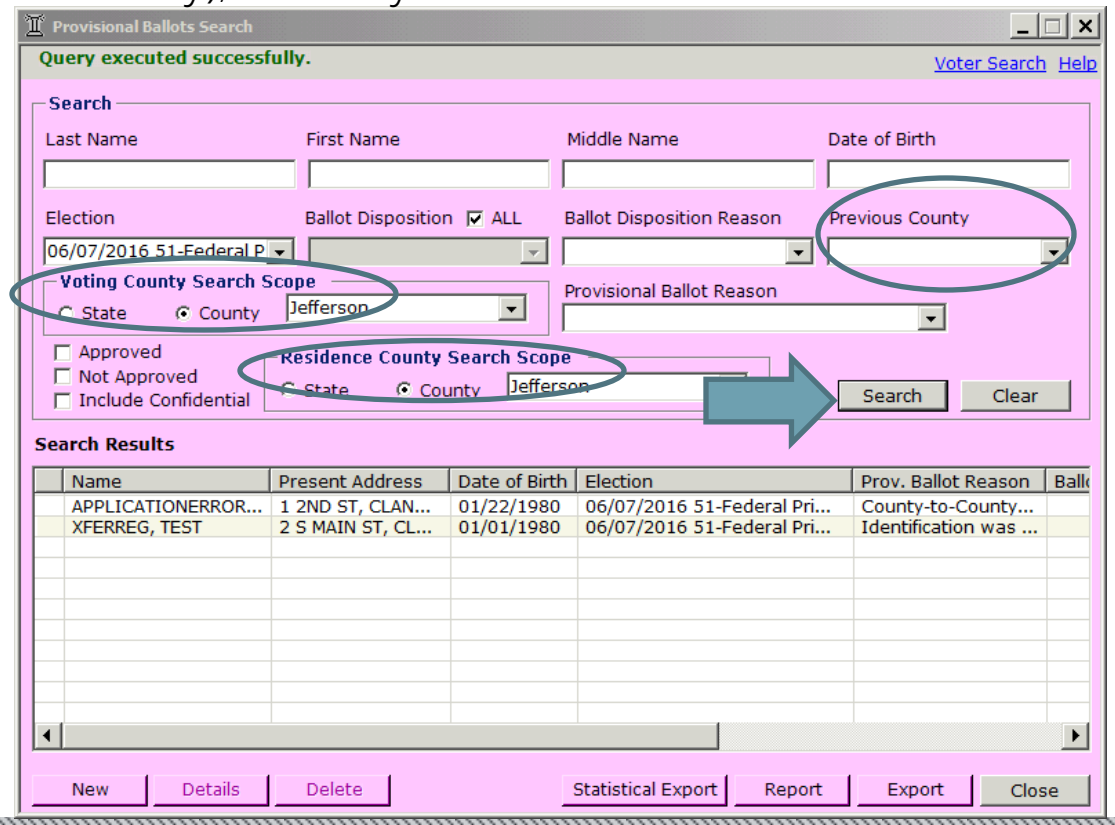
Resolving Provisional Ballots

Do a search for all voters that were issued provisional ballots in your county. Leave Previous County as blank and Voting County/Residence County search scope to your county and then click **Search**.



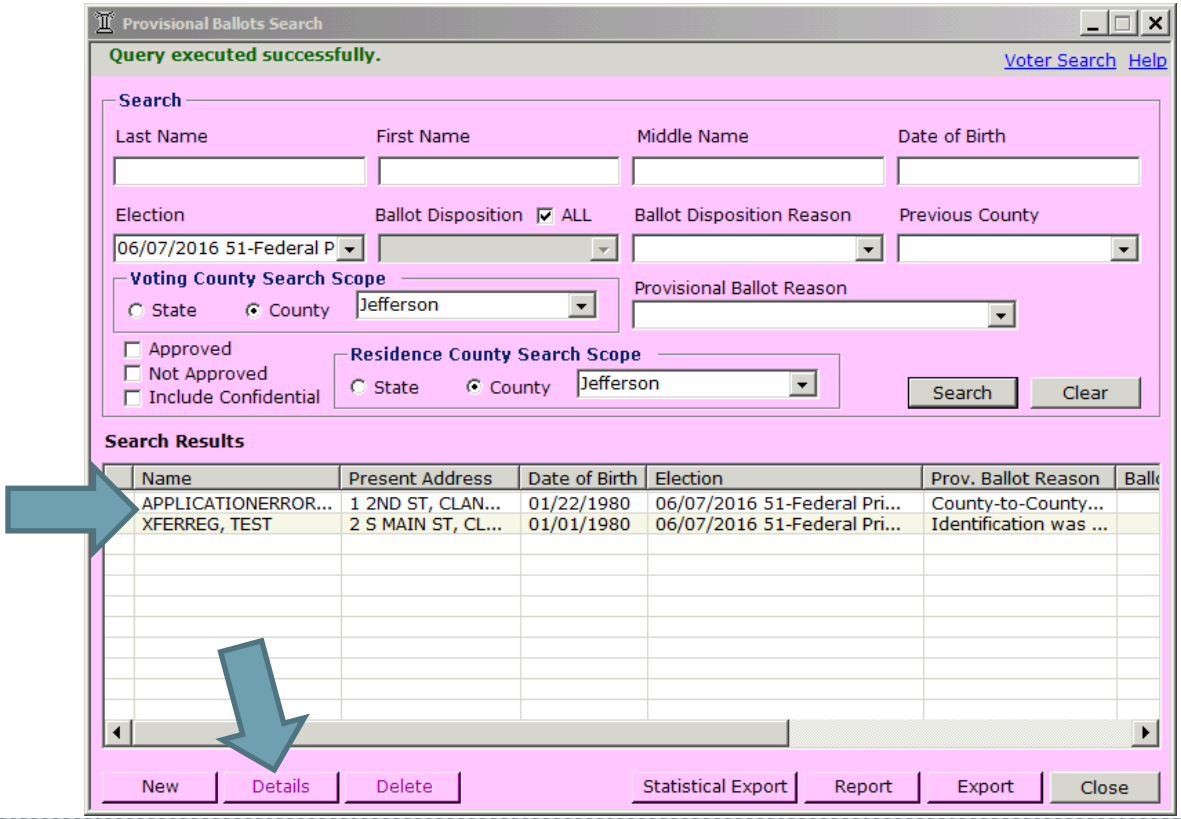
Resolving Provisional Ballots

Please note: This search will result in all provisional ballots issued in your county. This includes polling place, late registrants (including those that are county to county), and any others.



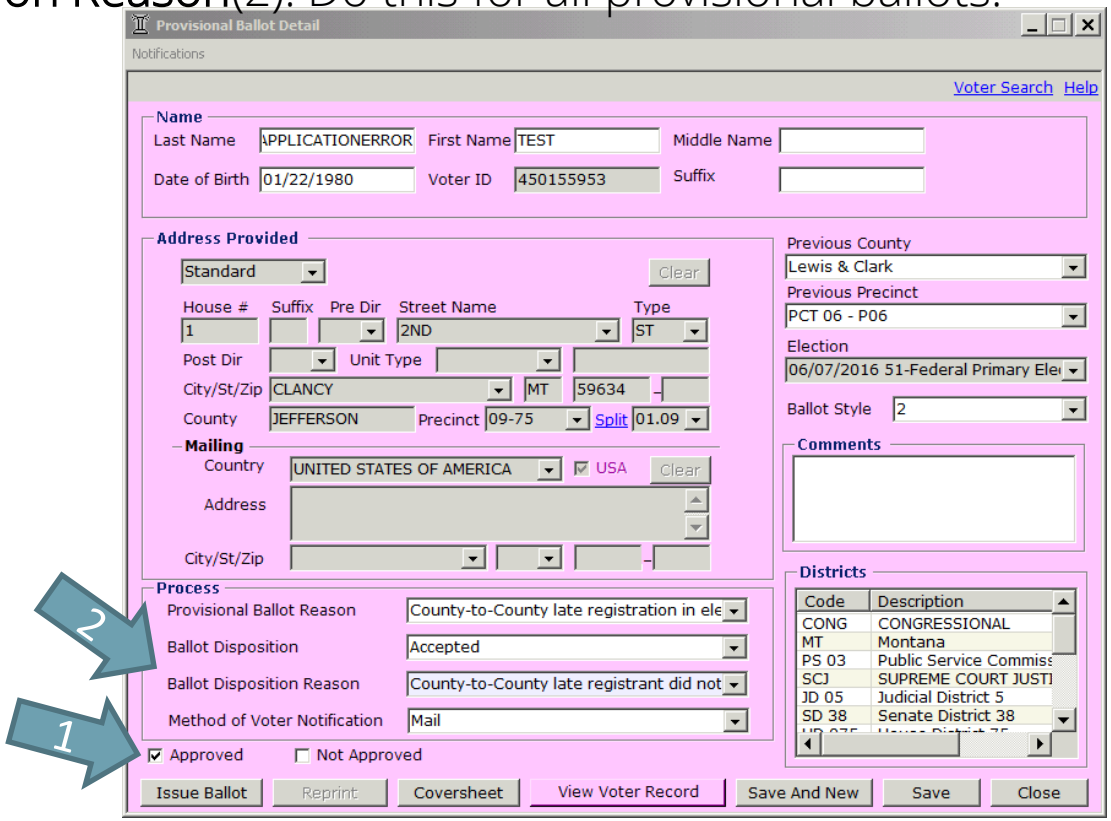
Resolving Provisional Ballots

If you have not resolved any ballots yet, start by highlighting the first voter and then click **Details**.



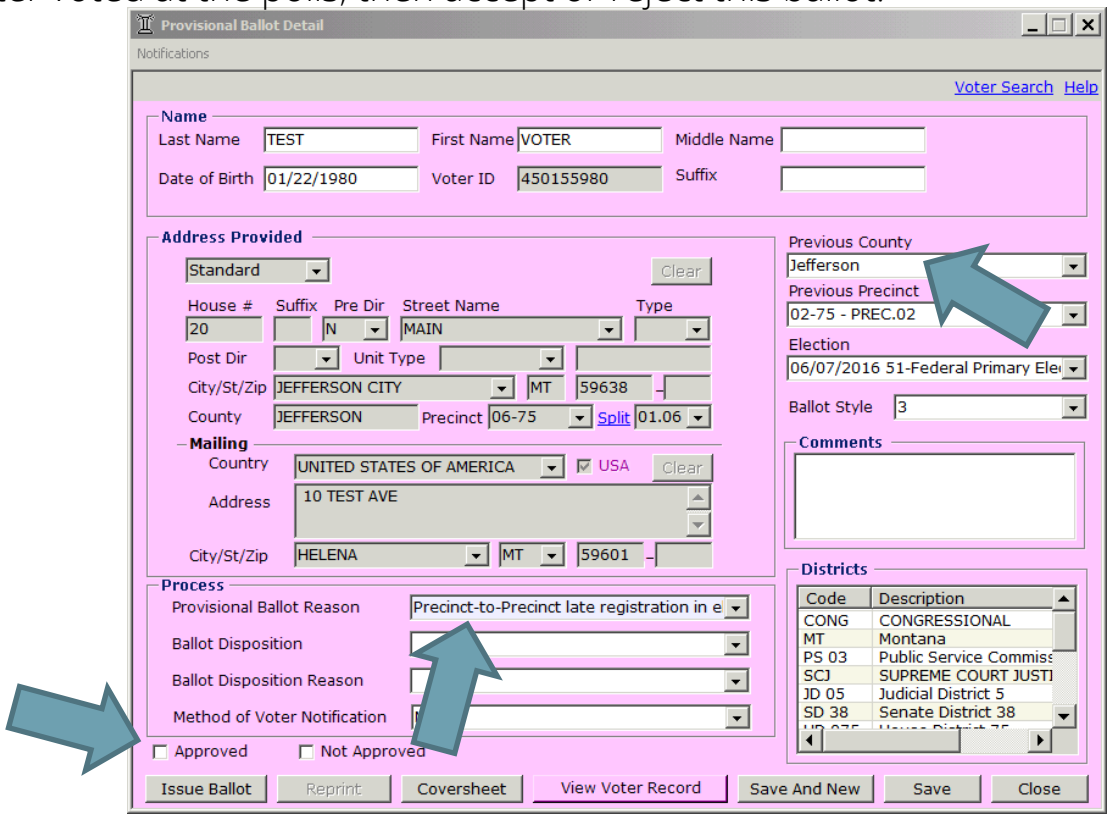
Resolving Provisional Ballots

Ensure this record has been approved or not approved by the original county (1) and then mark the correct **Ballot Disposition** and **Ballot Disposition Reason**(2). Do this for all provisional ballots.



Resolving Provisional Ballots

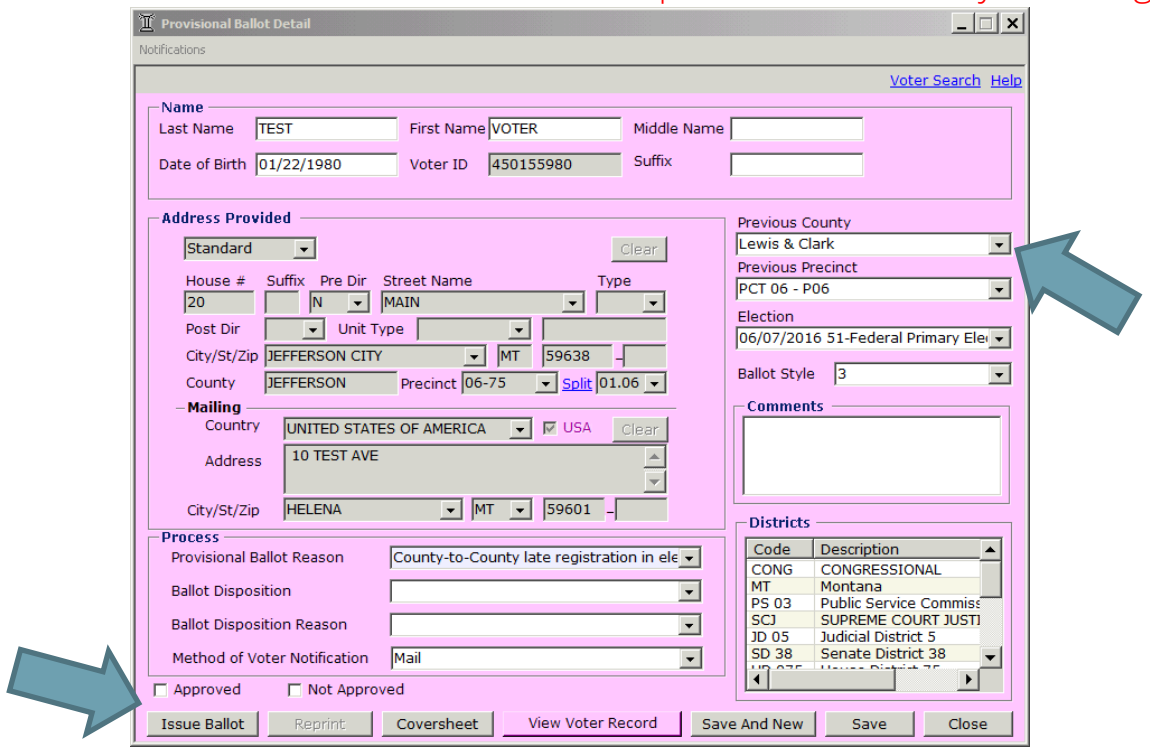
If you get to a ballot that is not marked as Approved or Not Approved, it may have been an internal Provisional Ballot. A quick look at this ballot shows that it was a precinct-to-precinct move, meaning this voter came from within your county. Use your records to verify whether or not this voter voted at the polls, then accept or reject this ballot.



Resolving Provisional Ballots

If the ballot is not marked as Approved or Not Approved, and the Previous County is not your county, you must wait for the previous county to 'check' this ballot before accepting/rejecting the ballot.

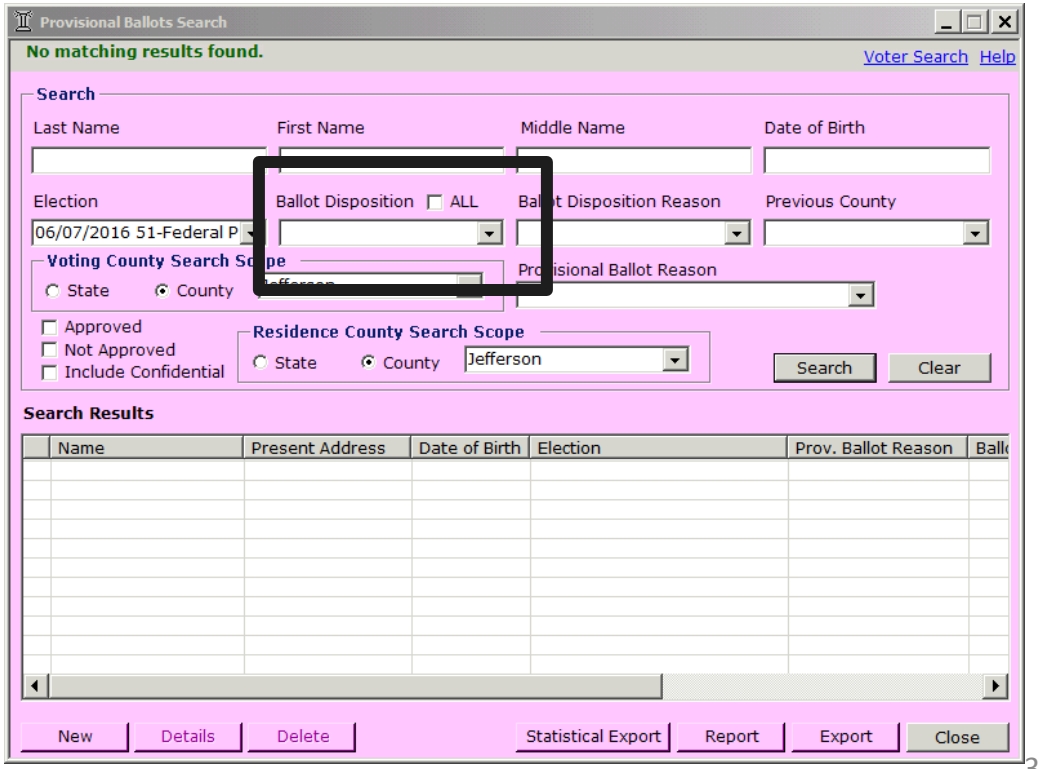
Previous counties must check these ballots before 3 p.m. on the Monday following election day.



Resolving Provisional Ballots

Do a final check to make sure you have not missed any provisional ballots that still need to be resolved:

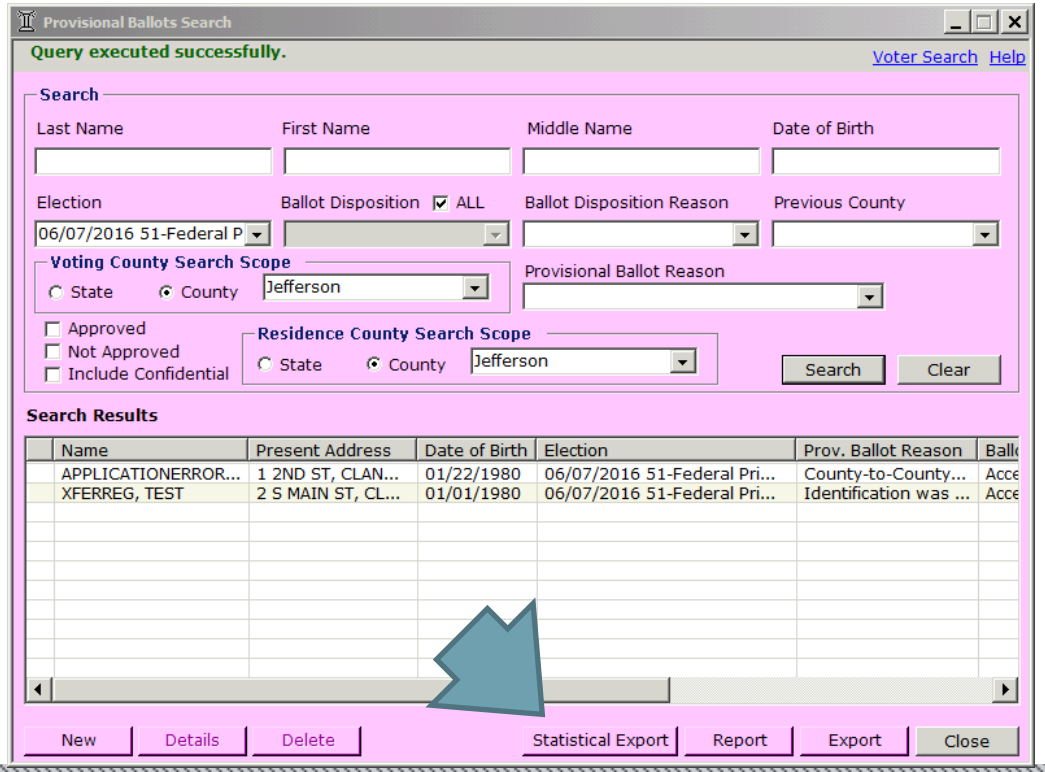
1) Uncheck the Ballot Disposition ALL box.
2) Select the blank Ballot Disposition (Shown)
3) Click Search
4) If the return grid is empty, you are done.



Reports & Exports

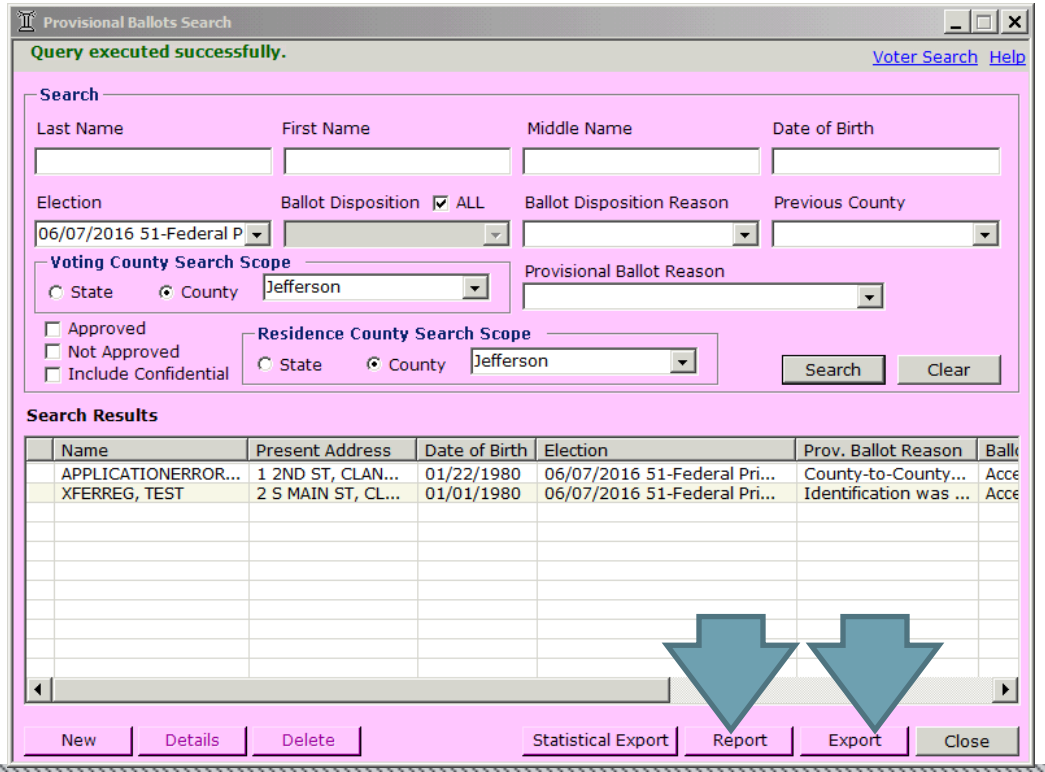
Provisional Ballots – Reports & Exports

Statistical Export – This will generate an export and send to the Scheduled Jobs Module. This export is primarily used by the Secretary of State's office and counties will rarely use it.



Provisional Ballots – Reports & Exports

Report/Export– will generate a report/export based on your search criteria above.



As always, please contact the help desk if you have any questions.

soshelpdesk@mt.gov

406.444.4296

866.541.6767